



# **Request for Proposals (RFP) for Continuum of Care Homeless Programs RFP HS 09-03**

## **ADDENDUM NO. 2**

The Request for Proposals (RFP) HS 09-03 was originally issued to the public on Tuesday, August 25, 2009 prior to the HUD priorities being released. This early issuance was to enable applicants to get a head start on the project and prepare themselves for the process for when the priorities are released.

The priorities for the NofA application were released on Friday, September 25, 2009. The following is an update to RFP HS 09-03 in regards to the required timeline and information regarding the HUD priorities.

1. **SECTION IV. PROGRAM COMPONENTS**, Paragraph B is revised to read as follows:

**B. Eligible Populations**

**Only projects assisting homeless populations within the County of San Bernardino shall be considered for inclusion in the CoC application.**

Eligible populations for projects providing permanent housing must reside in one of the three places described below:

1. Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. An emergency shelter; or
3. Transitional housing for homeless persons who originally came from the streets or an emergency shelter.

If a person is in one of the three categories listed above, but most recently spent less than 90 days in a jail or institution, he/she qualifies as coming from one of these three categories.

Eligible populations for projects providing Transitional Housing, Safe Havens, or Supportive Services Only are further defined as including populations meeting the following:

4. Eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
5. Discharge within a week from an institution in which the person has been a resident for 90 or more consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.

Governing regulations include an income eligibility test restricting assistance to persons below 50% of Area Median Income, adjusted for household size.

## **Eligibility for Projects Serving Chronically Homeless, including those eligible for the Permanent Housing Bonus**

Eligible populations for projects funded through the Permanent Housing Bonus must be Chronically Homeless individuals or homeless disabled individuals and families.

A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four episodes of homelessness in the past three years.

A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. An episode is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter.

### **2. SECTION VII. SCHEDULE, is replaced with the following:**

Please note that there are two schedules: one for new project applications and another schedule for projects approved by the San Bernardino County Homeless Partnership to be included in this year's submission to HUD.

#### **Submission Schedule**

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| RFP Issued  | Date: August 25, 2009  |
| Technical Assistance Workshop   | Date: September 24, 2009<br>Time: 1:00 p.m. to 3:00 p.m.<br>Location: San Bernardino County<br>Department of Behavioral Health<br>East Valley Resource Center*<br>820 E. Gilbert Street<br>San Bernardino, CA 92415<br>*Use East Door Entrance |
| Deadline to Submit Request for Technical Assistance                     | Date: October 8, 2009<br>Time: 12:00 p.m. (noon)<br>Submission: <a href="mailto:homelessrfp@hss.sbcounty.gov">homelessrfp@hss.sbcounty.gov</a>   |
| 2009 HUD CoC Application Workshop                                       | Date: October 8, 2009<br>Time: 1:00 p.m. to 4:00 p.m.<br>Location: San Bernardino County<br>Information Service Department<br>670 E. Gilbert Street, ATC Room<br>San Bernardino, CA 92415  |
| <b>Deadline for Electronic Submission for HUD Application Materials</b> | Date: October 16, 2009<br>Time: 12:00 p.m. (noon)<br>Submission: <a href="mailto:homelessrfp@hss.sbcounty.gov">homelessrfp@hss.sbcounty.gov</a>  |

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| Presentations to Homeless Assistance Grant Review Committee | Date: October 22, 2009<br>Time: 9:00 a.m. to 4:00 p.m.<br>Location: San Bernardino County Human Services<br>Administrative Support Division<br>150 South Lena Road, Room A/B<br>San Bernardino, CA 92415 |
| ICH Review of Grant Review Committee Recommendations        | Date: October 29, 2009<br>Time: 3:00 p.m. to 5:00 p.m.<br>Location: San Bernardino County<br>Government Center – Citrus Room<br>385 N. Arrowhead Ave., Fifth Floor<br>San Bernardino, CA 92415           |

**Approved Projects:** Authorized Representatives for approved projects will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

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| Mandatory Final Review and e-snaps Entry                         | Date: November 2-4, 2009<br>Time: To be announced<br>Location: Office of Homeless Services<br>700 E. Gilbert Street, Building 6<br>San Bernardino, CA 92415 |
| OHS and Consultant Review of Proposed Partnership Application    | Date: November 5, 2009  |
| County Board of Supervisors Chairman Approval of HUD Application | Date: November 6, 2009  |
| Submission of Final Application to HUD                           | Date: Upon approval   |

**All dates are subject to change as deemed necessary by OHS.**

The schedule requires submission of required forms in an electronic format. So that applicants may become familiar with the technical assistance materials available to them from HUD, OHS is requiring that all applicants obtain the necessary forms from HUD at: [www.hudhre.info](http://www.hudhre.info).

OHS is providing a listing of documents in Exhibit 2A as an example of the types of forms that may be required. Be advised that it is the applicant's responsibility to ensure all required forms are submitted on time.

3. **SECTION VIII. SUBMISSION REQUIREMENTS & FORMATS**, Paragraph C is replaced with the following:

**C. Application Submission Process/Instructions**

It is the applicant's responsibility to ensure that all required materials are submitted by the dates and times identified in this Section and in Section VII and in the appropriate format.

All applications must include the applicant's DUNS number on each page of the application. In addition, the proposal must be valid for a minimum of 180 days and signed by an authorized official of the applicant agency, as evidenced by (prior or new) board actions.

Applications will be accepted as follows:

### **HUD APPLICATION MATERIAL FOR ALL APPLICANTS**

It is anticipated the forms for the SHP, S+C, and SRO Moderate Rehabilitation will be incorporated into a single exhibit. Applicants are cautioned to use only those forms for the funding component for which they are applying. **All forms must be submitted with the application. Those forms that are not applicable should be marked "N/A".**

#### **Applications:**

By noon on October 16, 2009, all applicants proposing a new project must submit the materials requested under Phase 2, Sections A and B of the Exhibit 2a Application Checklist in an electronic format to [homelessrfp@hss.sbcounty.gov](mailto:homelessrfp@hss.sbcounty.gov).

#### **Oral Presentations:**

All applicants will be required to make a brief presentation to the Grant Review Committee on October 22, 2009. OHS shall schedule these presentations with applicants.

### **Mandatory Final Review and Application Submittal**

All approved applicants will be required to attend a Mandatory Final Review and Application Submittal session during the week of November 2, 2009. OHS shall schedule these sessions with the approved applicants.

During this session OHS and the agency representative(s) will be finalizing the information in e-snaps. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score.

## **4. SECTION IX. GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS, Paragraph G is revised as follows:**

### **G. Homeless Management Information System**

Grantees are required to utilize the Homeless Management Information System (HMIS), a computerized data collection application designed to capture client-level information over time on the characteristics of service needs of men, women, and children experiencing homelessness, while also protecting client confidentiality. It is designed to aggregate client-level data to generate an unduplicated count of clients served within a community's system of homeless services.

**5. SECTION X. METHOD OF EVALUATION**, first paragraph is replaced with the following:

The Grant Review Committee will complete the review and evaluation process and prepare a priority list of grantees. Applicants will be required to make an oral presentation to the Grant Review Committee on October 22, 2009.